

300 Comptroller. General (NC1-330-77-13). The Comptroller of **the** Department of Defense (C, DoD) is the principal staff assistant to the **Secretary of** Defense for programming, budgeting, **auditing**, and fiscal **functions**. Unless otherwise indicated, permanent files described herein and retired to the **WNRC** will become available to the National Archives when 30 years old.

301 Reserved. (see 103, Common Mission Files).

302 Reserved.

303 **Principal Deputy** Comptroller **Program/Budget** Files.

303-01 Comptroller Issues and Action Files. Documents that represent the cognizance of this office over all important Comptroller issues on the programming systems, financial and budget policy.

Disposition: Permanent. Retire to the **WNRC** when no longer current.

303-02 **Plans** and Systems (NC1-330-80-7).

1. Contains documents that develop and establish financial policy. Studies of the policy, recommended changes, and directives.

Disposition: a. Permanent. Retire policy documents and studies to the **WNRC** when canceled or superseded. b. Destroy documents with Program and/or Budget position on DoD directives and instructions when no longer needed for reference purposes.

2. Congressional Relations. Documents developing DoD actions and positions taken on congressional authorization and appropriation actions; correspondence and documentation supporting DoD appeals; documents on preparation for hearings, proposed statements, and proposed answers to anticipated questions.

Disposition: a. Permanent. Retire to the **WNRC** when 3 years old. b. Reports published by congressional committees on Comptroller-related DoD matters: Armed Services, budget appropriations, or other regular or ad hoc committees. Destroy when no longer required for reference. c. Correspondence with Congress of routine, **nonpolicy** nature: Destroy when no longer needed for reference purposes.

3. Budget Matters. Documents that establish budgeting principles, policies, systems, and procedures covering all budget

formulation, management, and execution processes within the DoD and that maintain surveillance of the same; economic analyses and studies concerning the budget impact.

Disposition: Permanent. Economic analyses **and studies** of budget input. Retire to the WNRC when 5 years old. Documents on policy matters, systems, and procedures. Retire to the **WNRC** when **cancelled** or superseded for permanent retention.

4. NATO Financial Matters. DoD financial reports to NATO.

Disposition: Permanent. Retire to the **WNRC** when 10 years old .

303-03 Construction Files.

1. Documents **that** review, evaluate and recommend on all DoD Component's Program Objective Memoranda (**POM**), budget requests, apportionment requests, and budget execution plans for all military constructions, homeowners assistance, or **family housing** appropriations, and for the areas of national intelligence (or other classified projects).

Disposition: Permanent. Retire to the WNRC when 3 years old . Transfer to the National Archives when 20 years old.

2. Documents that monitor the execution of the budget for **military** constructions, homeowners assistance, or **family housing** appropriations, and for areas of national intelligence (or other classified projects). Reports and studies that accomplish the same. Policy directives and procedures for the management of these programs.

Disposition: Permanent. Retire policy documents when superseded or canceled. Transfer to the National Archives when 20 years old.

303-04 Operations Files.

1. Documents that review, evaluate, and make recommendations on the DoD **Components' POMs**, budget requests, apportionment requests, and budget execution **plans** for the annual cost of operations of the DOD.

Disposition: Permanent. Retire to the WNRC when 3 years old.

2. Documents which monitor financial execution of the Military Personnel and the Operation and Maintenance appropriations.

Disposition: Retire to the **WNRC** when 3 years old. Destroy

when 25 years old.

303-05 Program **and** Financial Control.

1. Analyses of current and projected financial and quantitative data to ascertain financial requirements and progress in terms of obligations and expenditure rates of **DoD's** appropriations and reports on significant trends.

Disposition: Permanent. Retire to the **WNRC** when 3 years old .

2. Primary uses of computer systems and programs supporting the budget process. **Computer reports**, users manuals, correspondence with programming, and ADP support activities.

Disposition: Destroy 5 years after supersession.

3. Documents that develop and review the Future-Year Defense Program (**FYDP**) . Instructions that establish procedures for its development and input reports from Component activities.

Disposition: a . Procedures and policy on the FYDP and reviews and inputs to the FYDP are permanent. Retire to the **WNRC** when 5 years old for permanent retention. b. FYDP is permanent. Retire to the **WNRC** when 5 years old.

4. Preparations and reviews of the estimates of obligations, expenditures, and estimates of annual carryover of availability. Establishment of reprogramming procedures and processes reprogramming action to Congress when appropriate.

Disposition: a. Permanent reprogramming policy and procedures. Retire policy documents to **WNRC** when superseded or **cancelled**. b. Reprogramming actions and documents are retired to the **WNRC** when 3 years old for permanent retention.

5* Documents that prepare fiscal reports, financial statements, charts, and graphs to support the budget presentation, studies, and economic analyses.

Disposition: Permanent. Retire to the **WNRC** when 3 years old .

6. Documents that operate and control the Planning, Programming, and Budgeting System (**PPBS**) ; review of all Program Objective Memoranda documents and preparation of program change memoranda and the process of same.

Disposition: Permanent. Retire to the WNRC when 5 years old.

7. Program and Performance Systems. Documents that prepare policies, plans, and guidance-for the **maintenance**, extension, and improvement of the DoD Planning, Programming, and Budgeting system. This provides broad policy on the entree planning concept for budgeting, for designating programs and acquisitions to be pursued in the immediate future, and for the next 6 years. Prepares the annual action schedule for Program and/or Budget. Prepares policies and objectives to guide development and implementation of subsystems to the FYDP.

Disposition: Permanent. Retire to the **WNRC** when canceled or superseded.

303-06 Investment Files. Documents **that** review, evaluate, and **make** recommendations on DoD Components' POMS, budget requests, apportionment requests, and budget execution" plans for all procurement, and all research, development, test, and evaluation appropriations of the DOD. Also, documents" which review and analyze the execution of the budget for procurement and research, development, test, and evaluation accounts.

Disposition: Permanent. Reviews, evaluations of POM's, budget requests, studies, and reports. Retire to the WNRC when 3 years old. Transfer to the National Archives when 10 years old.

303-07 Revolving Fund Files. Documents that review, evaluate, and make recommendations on DoD Components' POMS, budget requests, apportionment requests, and budget execution **plans** for all **revolving** funds of the DOD. Also documents which - **review** and analyze **budget** execution for all revolving fund accounts.

Disposition: Permanent. Retire to the WNRC when 3 years old.

303-08 Reserved.

303-09 Reserved.

304 Principal Deputy Comptroller Management Systems Files.

304-01 Systems Policy Files.

1. Policy. directives and procedures that direct and **supervise** the development and implementation of programs for improvement of resources and operations in the DOD (other than **budget** systems).

Disposition: Permanent. Retire to the **WNRC** when canceled

or superseded.

2. Assist the DoD Components in efforts to improve management systems.

Disposition: Destroy when 3 years old.

3. Establish and supervise the accounting policy, program and performance measurement, and banking and finance.

Disposition: Permanent. Retire to the **WNRC** when canceled or superseded.

4. Correspondence and liaison within the DOD, or with other Government Agencies, international organizations, and foreign governments on the subject.

Disposition: Retire to the WNRC when 3 years old. Destroy when 25 years old.

304-02 Accounting Policy Files. Accounting policies, principles, and systems. Reviews and recommendations for approval of financial management systems, integrated **accounting**, financial reporting, appropriated funds, working capital funds, and property of the DOD. These policies and principles govern: The integration of resource management and financial systems; accounting, financial reporting, and pricing policy for foreign military sales; use of working capital; cost accounting and transfer pricing; collections and expenditures of funds; the administrative control of funds; uniform account structures and classifications; financial inventory accounting and reporting for expense and investment items, including Government-owned property in possession of contractors.

Disposition: Permanent. Retire to the **WNRC** when canceled or superseded.

304-03 Defense Business Operations Fund/Unit Cost Development Files. These files document the development of unit cost resourcing systems and the implementation of the Defense Business Operations Fund and related financial management applications.

1. Financial Management Development Files. These files consist of letters, memos, reports (i.e., final reports), and studies generated by the unit cost task force in the development and coordination of financial management programs and systems within the Services and Defense Agencies.

2. Business Management Application Files. These files consist of letters, **memos**, and **other** correspondence; trip reports and site reports (that affect formulation of **guidance** or policy) ; and **Service** and Agency **recommendations pertaining** to gainsharing, performance measurement and budgeting, organizational assessment tools, publicity and education/training associated with these management programs.

Disposition: Permanent. Cut off and retire to the WNRC when superseded or obsolete, as prescribed for documents maintained in accordance with series 103-01.

3. Program Budget Decision (**PBD**)/**Defense** Management Report Decision (**DMRD**) Documentation Files. This file consists of input to the **PBD/DMRD**, which is centrally controlled-by the Program and **Financial** Control Directorate.

4. DoD Budget Files. These files consist of documentation submitted by the Business Management Directorate in its role in **preparing** the DoD budget. Not to be confused with submissions pertaining only to the Component's budget described elsewhere in this Instruction (see 103-04.3).

Disposition: Destroy after 5 years on or discontinuance, whichever is first, as prescribed for documents maintained in accordance with series 103-03.3.

5. Congressional Testimony Files. These files consist of input prepared by the Business Management Directorate for use during congressional testimony and may include congressional reports, inquiries, and liaison documentation. Not to be confused with congressional correspondence files described elsewhere in this Instruction (102-18).

Disposition: Cut off upon presentation of submission: destroy when 5 years old. Earlier destruction is authorized when no longer required for reference purposes, as prescribed for documents maintained in accordance with series 103-11.

6. **GAO/IG** Congressional Action Items (surveys and investigations) Reports and Audits Files. Copies of **GAO/IG reports** pertaining to the Services and Defense Agencies which are kept for information and reference only.

Disposition: a. Action copies. Cut off and retired to the **WNRC** when no longer needed for oversight or action: destroy after 15 years. b. -Information copies. Destroy when no longer needed for reference purposes, as prescribed for documents maintained in accordance with series 103-10.

7. Business Accounting Systems Development Files. These are letters, memos, monthly, quarterly, and annual financial and

budgetary reports, financial systems reviews, copies of **CIM steering** committee reports and budget documents, studies of financial policies and systems, and business area analysis reports. Included are comments on proposed issuances of policies and procedures from DoD Comptroller, Defense Finance and Accounting Service, and other DoD offices and components; miscellaneous correspondence on current financial issues, comments on PBD and other financial and budgetary issues; comments on policies related to the Chief Financial Officers Act, the US Government and DoD Standard General Ledgers, and the DoD Financial Management Regulation, DoD 7400. 14-R (reference (y)) .

Disposition: Cut off and retire to **the WNRC** superseded or obsolete, **as** prescribed for **documents** maintained in accordance with series 103-01.

304-04 Information Technology **Financial** Management Files.

1. Documents which establish policy on information technology resources (**POMs**, budget requests, apportionment requests, funding policy issues and budget execution plans) ; Unit **Cost/Fee-For-Service** policy, guidance, procedures, and documents for Information technology Business area; and data administration procedures, policy, and data element identification for financial management.

Disposition: Permanent. Cut off and transfer to the **WNRC** when superseded or obsolete, as is required for policy-type documents maintained in accordance with series 103-01.

2. Documents accumulated in the review of Major Automated Information System Council (**MASIRC**) .

Disposition: Destroy when no longer needed for current operations, as is required for committee-type documents maintained outside the designated office of record, in accordance with series 103-06.

3. Documents accumulated in Budget adjustment review of **ADP** resources. Used to prepare Defense Management Review Decision analysis, evaluation, development, and reporting for CIM.

Disposition: Destroy when superseded, obsolete, **or** no longer needed for reference, as prescribed for documents maintained in accordance with series 103-08.3.

304-05 Management Information Control and Analysis.

1. Documents that develop, establish, and prescribe

DoD-wide policy and criteria on management and control of all types of information requirements, including internal, interagency, and public reporting, forms, statistical surveys, and questionnaires and management systems required in the acquisition process, and encompassing all types and techniques of data and information collecting, recordings processing, and reporting. Review the implementation and operations of derivative programs for management and control of information requirements of the DoD Components. Represents the DoD in development of Federal policy information requirements. Establishes and administers the information requirements levied on the DoD Components, defense contractors, and the general public.

Disposition: Permanent. Retire to the **WNRC** when canceled or superseded.

304-06 Contract Audit and Analysis Files.

1. Documents that plan and develop policies and procedures required for directing and controlling performance of DoD audits or surveys of significant problem areas in Defense contractor activities.

Disposition: Permanent. Retire to the **WNRC** when canceled or superseded.

2. Policies and plans for contract auditing. Analyses, evaluations, and coordination of audit organizations, programs, operations, and reports of the DoD. Summarize for key officials highlights of audit reports from the DoD Components and obtains follow-up information on action taken. Development of procurement policies, especially cost principles on contract auditing.

Disposition: **Plans** and policies are permanent. Retire to the **WNRC** when canceled or superseded. Summaries of audit reports are to be destroyed when no longer needed for reference.

3. Documents that develop policy and procedures to be followed in matters on audit of Defense **contractor's** records. Documents containing technical guidance for the Defense Contract Audit Agency (**DCAA**) as representative of the DoD Comptroller. Evaluations of audit instructions developed by **the** DCAA to ensure consistency with DoD policies. Documents on development of procurement regulations of instructions on contract audit or contract cost practices.

Disposition: Policies and procedures are permanent. Retire to the **WNRC** when canceled or superseded.

4. Reports and working papers on special studies performed

to evaluate the effectiveness of contract audit support of procurement.

Disposition: Destroy when no longer needed for reference.

5. Evaluations of GAO reports and proposed DoD responses thereto that involve contract audit or DoD practices.

Disposition: Destroy GAO report copies, evaluations, and proposed responses after all actions and coordination have been completed and the documents are no longer needed for reference.

6. Correspondence with **ASD** offices, Military Departments, Defense agencies, industry groups; university groups, and public accounting firms on matters affecting the pricing or costing of contracts or the auditing of costs incurred or proposed thereunder.

Disposition: Destroy when no longer needed for reference.

400 General Counsel Files General Information. (Except where otherwise indicated, these files are approved under NARA job number NC1-330-76-2.) All permanent records will be transferred to the National Archives when 30 years old, unless otherwise indicated. For Chronological Reading Files, see series 102-16 in this Instruction.

401 Reserved (see 103, Common Mission Files) .

402 Office of the General Counsel of the Department of Defense

402-01 Office Functional Files. .

1. "Legal **advice**", opinions, and assistance to various committees of the DOD such as: Personnel Security Programs - legal assistance on cases for the OSD Control Clearance Groups; Freedom of Information **Act** (DoD Directive 5400.11) (reference (k)) ; interpretations of the Act, case opinions, and background information.

Disposition: Permanent. Cut off and retire to the **WNRC** 2 years, after no longer needed for current business.

2. DoD Legislative Program. Records that relate to the review, coordination, and presentation of proposed legislation or executive actions that involve any activity of the DOD.

Disposition: Permanent. Cut off and retire to WNRC when no longer needed for current business.

3. Emergency Planning and Continuity of Operations. General **Counsel's** role in subject programs, legal advice on acquisition, and seizure of essential property of equipment. Inventory of essential records for the General Counsel.

Disposition: Permanent. Retire discontinued legislation file to the **WNRC** 2 years after no longer needed for current business.

4. Records on court trials, administrative hearings, and other legal proceedings, correspondence, and case files.

Disposition: Permanent. Retire record copies to the **WNRC** 5 years after no-longer needed for current business.

5. Records documenting legal terms and conditions for the acquisition, care, and occupancy of real property, such as contracts, insurance policies, leases, titles, and other similar records.

Disposition: Retirement or disposition authorized only on an individual case basis. Submit SF 135 for appropriate authorization when disposition action is desired.

6. Records on the development and establishment of policies and methods employed in Civil-Government and related **matters**.

Disposition: Permanent. Retire record copies to the **WNRC** 2 years, after no longer needed for current business.

402-02 Deputy General Counsel (Fiscal).

1. Legal advice and assistance to the OSD Welfare and Recreation Association.

Disposition: **Permanent.** Retire record copies to the **WNRC** 2 years after no longer needed for current business.

2. Directives and Policy. Legal advice on proposed directives of a fiscal nature.

Disposition: Permanent. Retire record copies to the **WNRC** 2 years after no longer needed for current business.

3. Collection, compromise, or termination of collection actions on DoD civil claims for money or property.

Disposition: Permanent. Retire record copies to **WNRC** 2 years after no longer needed for current business.

4. Legal advice on fiscal matters and coordination on fiscal directives. Records documenting **legal** terms and conditions of interests, tariff, and **tax administration** matters.

Disposition: Permanent. Retire record copies to the **WNRC** 2 years after no longer needed for current business.

402-03 **Deputy** General Counsel (Personnel and **Health** Policy)

1. Advice and assistance to the Assistant Secretaries of Defense (Personnel and Readiness, **Reserve** Affairs, Health Affairs) in the clearances of directives and policy, the preparation of legislative packages, and in all **other** aspects such as, nondiscrimination, and appeal rights that may have legal applications.

Disposition: Permanent. Retire to the **WNRC** when 5 years old .

2. Documents providing advice to the Assistant Secretary of Defense (**P&R**) personnel matters such as equal opportunity, labor

management relations, off-base housing.

Disposition: Permanent. Retire to the **WNRC** when 5 years old.

402-04 Deputy General Counsel (Acquisition and Logistics)

1. Legal directives, advice, and opinions on inventions and their licensing.

Disposition: Permanent. Retire to the **WNRC** when 5 years old.

2. Legal aspects of conservation and management of natural resources such as oil reserves.

Disposition: Permanent. Retire to the **WNRC** when 5 years old.

3. Records on the documentation of the policy for the acquisition of real property, terms and conditions of the titles, contracts, deeds, court orders, and related proceedings.

Disposition: Permanent. Retire record copies to **WNRC** 3 years after no longer needed for current business.

4. Legal advice on Defense Acquisition Regulation (DAR) or other procurement matters and files of procurement actions of special interest to the OSD. Legal advice to the Defense Systems Acquisition Review Council (**DARC**) on procurement activities. Advice and review of procurement contracts.

Disposition: Permanent. Retire to the **WNRC** when 10 years old.

5. Legal advice on general directives, instructions, and operation of logistical functions. Advice on transportation matters, proceedings before regulatory agencies, motor vehicle accidents, Homeowners Assistance Program, etc.

Disposition: Permanent. Retire to the **WNRC** when 10 years old.

6. Committee files. Advice and assistance to various committees in these functional areas such as the OSD Concessions Committee that require contract and lease advice.

Disposition: Permanent. Retire to the **WNRC** when 5 years

old .

402-05 Senior Deputy General **Counsel** (International Affairs and Intelligence)

1. Legal advice and assistance on such international matters as: Status of Forces- Agreements, jurisdiction of service courts of friendly foreign forces, review of legality of weapons under international law. Agreements with foreign governments or international organizations.

Disposition: Permanent. Retire to the **WNRC** when 10 years old .

2. Legal opinions prepared for the Secretary of Defense on Defense matters under discussion or review by the Department of State .

Disposition: Permanent. Retire to the **WNRC** when 10 years old .

3. Directives and policy instructions to the Components of the DoD concerning such subjects as indicated in subparagraph 1., above,.

Disposition: Permanent. Retire to the **WNRC** when 10 years old .

403 Standards of Conduct Office. (GRS 1, Item 24, June 1988) (reference (p)) . (The dispositions included here apply EXCEPT that documents needed in an on-going investigation will be retained until no longer needed in the investigation.)

403-01 DoD and Defense Related Employment Files. Reports from former military and DoD employees who accept positions with Defense contractors within 2 years after separation and reports from employees of Defense contractors who accept jobs with the Department of Defense. The volume of business with the DOD must be in excess of \$10,000,000 per year. Reports are submitted on **DD** Form 1787, "Report of DoD and Defense Related **Employment.**"

Disposition: Cut off at the end of the calendar year. Destroy when 6 years old.

403-02 Affiliations and Financial Interests Files. These files contain original copies of **DD** Form 1555, "Confidential Statement of Affiliations and Financial Interests Department of Defense Personnel, " and **DD** Form 2292, "**Request** for Appointment or Renewal of Appointment of Consultant or Expert. " These forms are renewed annually.

Disposition: Cut off at end of calendar year. Destroy when 6 years old.

403-03 Executive Financial Disclosure Reporting **Files**. These files contain copies of SF 278, "Executive Personnel Financial Disclosure Report, **"that** is required to be submitted by those Government officials specified by the Ethics in Government Act of 1978. Also included are worksheets, correspondence, and other pertinent documents.

Disposition: Cut off annually. Destroy when 6 years old.

403-04 Defense Contractor Reports on Former DoD Employees. These files contain **originals** of reports submitted by Defense Contractors in accordance with 10 **U.S.C** 2397) regarding certain former DoD employees. Reports are submitted in any format by Defense Contractors aggregating \$10 million or more in defense contracts.

Disposition: Cut off annually. Destroy when 6 years old.

403-05 Conflict of Interest Files. Advice and assistance on conduct and conflict of interest. Reviews and adjudication of statements of employment and financial interest.

Disposition: Destroy statements of employment and interest and related papers 2 years after the employee leaves the agency or **leaves** the position in which a statement is required.

404 Office of Hearings and Appeals Files.

404-01 Policy Files. Policy statements, directives, and general Administrative documents on the Defense Industrial Security Clearance Review Program.

Disposition: Permanent. Cut off and retire to the **WNRC** when superseded or obsolete, as prescribed for files maintained in accordance with series 103-01.

404-02 Investigative Report Files. Summaries and reviews and investigative reports on issuance of, or continuation of clearances, which are favorable.

Disposition: Retire to the **WNRC** 5 years after no longer active. Destroy 20 years later (**NC1-330-77-13**).

404-03 Hearing Case Files. Case files on determinations and hearings for applicants maintained by Department Counsel, Administrative Judges, and Appeal Board.

Disposition: Retire to the WNRC 5 years after no longer active. Destroy 20 years later **(NC1-330-77-13)**.

404-04 Final Decisions. Redacted copies of final decisions of Administrative Judges and Appeal Board.

Disposition: Permanent. Retain in the OSD (5 USC 552(a)(2)(A) (reference (x))).

404-05 Psychiatric Consultants Files. **(NC1-330-79-5)** Files of psychiatric consultants who have agreed to conduct examinations for DoD on individuals applying for access to classified information. Each case file consists of background historical information on consultants.

Disposition: **Destroy** case **file** 6 **months** after the agreement between DoD and the consultant has been terminated.

405 Legislative Reference Service Files.

405-01 Legislation and Opinion Files. Documents on proposed legislation and legal opinions, positions on legislative matters if of interest to **the** Defense Department.

Disposition: Permanent. Retire to the **WNRC** after no longer current or required for reference.

405-02 Document Reference and Distribution Point Files. Copies of documents, laws, acts, Federal Code, directives of **legal** interest used to facilitate work.

Disposition: Destroy when no longer needed for reference.

405-03 Historical Legislation. Documents, opinions, and related papers of legislative content that have historic or continuing interest.

Disposition: Permanent. Retire to the WNRC when legislation is no longer effective.

406 Non-Career SES (Political Appointees) Vetting Files.
(Pending approval.) This file consists of records collected to evaluate suitability of individuals seeking or who have been recommended for non-career positions within the DoD and consist of referral letters, White House clearance letters, OPM certifications, information about individual's professional licenses, results of FBI and IRS inquiries, financial disclosure statements (SF 278), personal data questionnaires and general counsel interview sheets, published newspaper and magazine articles by and about the applicant, and other correspondence relating to the selection and appointment of political

appointees. This file contains information protected under the Privacy Act of 1974 (**DGC** 16) and is not to be confused with file **series** 212.3 maintained by the White House Liaison Office and the Special Assistant to the Secretary of Defense for Personnel.

Disposition: a. Selectees: Destroy at the end of the presidential administration during which individual is hired. b. Nonselectees: records of individuals who are not hired are destroyed 1 year after the file is closed, but not later than the end of the presidential administration during which the individual is considered.

500 Intelligence (NC1-330-77-9) Files of this series pertain to the intelligence functions of the Secretary of Defense. They contain all DoD intelligence policies, programs, and activities, including those for warning, reconnaissance, and other related areas that may be designated by the Secretary of Defense. Files described herein may be further subdivided, depending upon volume, by the additions of a decimal suffix. NOTE: This schedule is not **applicable** to documents described as S1 or **SCI**. Documents so **designated** will be destroyed when obsolete or no longer needed.

501 Reserved (see 103, Common Mission Files).

502 Programs and Resources

502-01 Programs and Resources

1. Documents that develop, coordinate, and promulgate all documents in intelligence and intelligence-related **planning** and programming at the OSD level.

Disposition: Permanent. Retire to the **WNRC** 5 years after superseded.

2. Analyses of intelligence resources programs and **supervision** of their implementation.

Disposition: Permanent. Retire to the **WNRC** 5 years after superseded.

3. Recommendation of objectives, **plans**, and guidance for intelligence resources.

Disposition: Permanent. Retire to the **WNRC** 5 years after superseded.

4* Formulation of budget estimates, fiscal and manpower, for the intelligence positions of the DoD budget. Reviews of intelligence programs and recommendations for funding levels.

Disposition: Budget estimates and fund level recommendations. Destroy when 6 years old.

5. Documents that maintain the intelligence data base, fiscal and manpower data bases. User manuals and data element definitions.

Disposition: User manuals. Destroy 2 years after system is discontinued. Data element definition: Destroy 2 years after

supersession.

502-02 General Systems

1. Concepts and plans for improved management of DoD intelligence activities.

Disposition: Permanent. Retire to the **WNRC** 2 years after superseded or no longer needed.

2. Policies for the management of intelligence operations including operational requirements and priorities.

Disposition: Permanent. Retire to the **WNRC** 2 years after superseded or no longer needed.

3. **Correspondence** with and-coordination of intelligence activities within the Department of Defense and with other U.S. government entities.

Disposition: Permanent. a. Policy correspondence with **intelligence** activities. b. Administrative non-policy correspondence and related documents. Destroy 5 years after coordination action is discontinued or when no longer needed.

503 Intelligence, Surveillance and Warning.

503-01 Intelligence, Surveillance and Warning.

1. Policy direction for the development, interpretation, and operation of warning systems. Reviews and analyses to define objectives and determinations of adequacy of current and future - warning systems.

Disposition: Permanent. Retire to the **WNRC** 2 years after superseded or no longer needed.

2. Technical and policy directives for all programs involving electronic intelligence (**ELINT**) within the Department of Defense. Reviews and analyses of adequacy of current or future **ELINT** systems. Cost and/or value evaluations of such systems.

Disposition: Permanent. Retire to the **WNRC** 1 year after superseded or when no longer needed.

503-02 General Defense Intelligence Program.

1. General Defense Intelligence Program (**GDIP**). Development, review, program issues on governmental agencies and DoD services.

Disposition: Permanent. Retire to the **WNRC** 1 year after superseded or no longer needed.

2. GDIP budget submissions, evaluations, revisions, meetings, committee notes, recommendations, etc.

Disposition: Permanent. Retire to the **WNRC** 2 years after superseded or no longer needed.

3. GDIP resource data of Government Agencies and DoD services.

Disposition: **Destroy** when **obsolete** or no longer required.

4. Reference files of budget justifications, defense plans, Joint Strategic Objective Programs (**JSOP**), Joint Staff Memorandums (**PDM's**), Defense Policy Programming Guidance Memorandum (**DPPGM's**), etc.

Disposition: Destroy when obsolete or no longer required.

503-03 Space Systems. Evaluations of programs for new systems and devices related to intelligence functions. Determinations on the needs for intelligence programs based on analyses of threats, resource priorities, requirements, trends, **strategic** objectives, and innovations in technology. Studies and technical guidance on specialized intelligence systems.

Disposition: Permanent. Retire to the **WNRC** 2 years after superseded or no longer needed.

503-04 **SIGINT** Systems.

1. Policy directives for the development, integration, and operation of reconnaissance and surveillance programs. Reviews and analyses of existing and planned systems to determine adequacy and objectivity.

Disposition: Permanent. Retire to the **WNRC** 2 years after completion of actions or when no longer needed.

2. Technical and policy direction for all reconnaissance and **surveillance** programs.

Disposition: Permanent. Retire to the **WNRC** 1 year after canceled or obsolete.

503-05 Intelligence Resources.

1. Fiscal Guidance. Correspondence, issue papers, referrals, related congressional hearing data, etc.

2. Intelligence Budget Data. OSD offices intelligence budget.

3. Consolidated Intelligence Resources Information Systems (**CIRIS**) budget requirements, **justification** analyses, and management.

5. Contract Fund Allocation. Data by **fiscal** year.

Disposition: Permanent. Cut off at end of calendar year, hold ~~in~~ CFA 1 year and retire to the **WNRC**.

6. **Policy.** Budget-related-data on DoD services operations.

Disposition: Permanent. Retire to the WNRC 3 years after file cutoff (calendar year).

7. Congressional Fiscal Data. Policy, appropriations, presentation back-up data, House and/or Senate and/or Conference bills, correspondence, testimonies.

Disposition: Permanent. Retire to the **WNRC** 1 year after superseded or when no "longer needed for reference.

8. Studies and exercises for DoD services. Preparation and backup data and copies of completed documents.

Disposition: Destroy when obsolete or no longer needed for reference.

9. Budget Issue Papers. DoD services and governmental agencies.

Disposition: Destroy when obsolete or no **longer** needed.

504-01 Contractor Files. Research and evaluation project study documents created by civilian companies, corporations, etc. , per government contract for resultant documents.

1. Interim contract reports and document volumes that are portions of complete contract requirements and contract files by contract titles.

Disposition: Destroy when above files are complete.

2. Correspondence with point of contact on contract timing, change, **amendments**, **background** data, control and dissemination of created documents.

Disposition: Permanent. Retire to the **WNRC** 1 year after completion or no longer needed.

3. Control, dissemination, and evaluation of contractor products by military and/or civilian professional staff.

Disposition: Permanent. Retire to the **WNRC** 1 year after completion or no longer needed.

504-02 General Purpose Force Reference and Planning **Files**. Operations plans, orders, and technical description and evaluation **publications** and committee meetings and evaluation minutes, issues, discussions, **and** conclusions.

Disposition: Reference files. Destroy when obsolete or no longer needed; committee minutes destroy 1 year following annual cutoff.

504-03 Strategic Force. Strategy plans; offensive system files and intelligence committee correspondence; Strategic Arms Limitations **Talks** (SALT) monitoring documents, messages and papers.

Disposition: Destroy when **obsolete or** no longer needed (reference files).

504-04 Intelligence **Collection systems**. Allocations, product evaluations, perspectives, and objective files.

Disposition: Permanent. Retire to the **WNRC** 1 year after superseded or no longer needed.

504-05 Special Subject Files. Analysis, comparison, management, study results, and historical research of special subjects.

Disposition: Permanent. Retire to the **WNRC** 1 year after superseded or when no longer needed.

504-06 Intelligence Reference **Documents**. Memoranda/ reports, reviews, & required following fact sheets and/or books and **service** and foreign country publications.

Disposition: Destroy when obsolete or no longer required following **annual** cutoff of files.

600 RESERVE AFFAIRS. This organization is responsible for National Guard and Reserve Affairs of the Department of Defense as provided by Title 10, **U.S.C.**, to include manpower, personnel, force structure, **programming**, -funding, procurement, facilities and construction, equipment and logistics, legislation, training, management, mobilization readiness, and other aspects of Reserve Affairs. Permanent documents in this series, unless otherwise note, **wil l** be transferred to the National Archives and Records Administration when 30 years old.

[Note: 600-series numbers are reserved for **RA-unique** files; those descriptions that follow are covered by dispositions listed elsewhere. in this Instruction and are presented here for ease of reference only.] "

102-02 Reserve Component Military Readiness Brief ing (**RCMRB**) . This **file** contains the viewgraph presentation on **RC** force readiness for presentation to the Secretary of Defense.

Disposition: Destroy when superseded, obsolete, or no longer needed for reference.

103-01 **Reserve** Affairs-Policy Files. These files contain policy matters that pertain to all aspects of the ASD (RA) 's mission.

1. Materiel and Facilities. Documents that pertain to and involve facilities management and construction and all aspects of materiel for the Reserve components; record files for the annual National Guard and Reserve Equipment **Report; Military** Construct ion Programs, and Operations and Maintenance Program; congressional hearing statements, transcripts, and correspondence; audit and inspection reports; special programs, initiatives, studies, and reports pertinent to Reserve components.

2. Readiness, Training, and Mobilization. Documents that pertain to the readiness and training posture of Reserve forces, mobilization policy, and processes whereby the Reserve forces **respond** to assigned missions, and those initiatives related to interallied **Reserve** components matters including meetings of the Interallied Confederation of Reserve Offices (**CIOR**) and National Reserve Forces Committee (**NRFC**) . Studies and reports conducted by this office and component **services** that examine or recommend upon readiness,. training, and mobilization. Studies that consider restructuring to improve readiness and training posture.

3. Mobilization Policy and Plans. Documents governing the mobilization of the National Guard and Reserve forces. Studies and reports conducted by this office and by Component forces that

and reports conducted by this office and by Component forces that examine the ability to mobilize the Guard and Reserve forces. Documents that review, develop, or amend DoD Directives and Instructions on policy affecting mobilization of the Guard and Reserve forces. Review studies conducted by Service education institutions, DoD agencies, and other government departments and agencies on Reserve mobilization issues; reviews and analyses of **allied** Reserve forces.

4. Reserve Affairs Emergency Action Packages (**EAP**). Crisis management instruction sets for use as guidelines by OSD decision makers.

5* Manpower and Personnel. Documents that pertain to and involve Reserve force manpower and personnel policies and **procedures, personnel utilization and** standards, full-time support programs, accession plans and programs, manpower and personnel data systems, legislation, pretrained individual requirements and programs, and Reserve component compensation, entitlement, and quality of life programs.

a. Manpower Programs and Requirements. Documents dealing with policy on **Reserve** component categories and reports that reflect Reserve manpower requirements or the use of Reserve forces. Preparation of the **Reserve** portions of the Military Manpower Training Report and Military Manpower Requirements for Congress.

b. Equal Opportunity Policy. Documents on Reserve and examination of program effectiveness. Reports from Components on implementation of the program. Statistics on the ratios of minorities used as a yardstick to measure success. Also includes DACOWITS documentation.

c. Manpower Mobilization. Documents on studies, policies, requirements and exercises that pertain to the mobilization of Reserve forces. Included are studies and policies on civilian mobilization, casualty estimation, and the Wartime Planning System (WARMAPS).

d. Screening Policy. Documents on matters prescribing uniformity in the screening and separation of Ready Reserves.

e. Compensation Policy. Documents on application of uniform rates of compensation, methods of attainment, per diem on active duty, travel, and transportation for Reservists.

f. Legislative Policy. Documents on matters prepared to implement the need for changes affecting the **Reserve** and National Guard such as uniform promotions and retirements for all Components.

g. Personnel Data Systems. Documents on policy matters that establish a management information system for Reserve personnel, identify data elements, inputs, and outputs of the system. Does not include the ADP documentation and retention separately or copies of users manuals described in the applicable 1600-series.

h. Accession and Training. Documents on issues, including GAO/ IG reviews, on enlistment programs, policies for interservice transfer, retention studies, recruiting, initial entry, and refresher training.

i. Incentive Policy. Documents on issues and policy on special and incentive pays, bonus programs, educational benefit programs, including the Montgomery GI Bill, STIPENDS, and loan repayment.

j. Education. Documents on issues, information papers, and studies on educational opportunities within the military other than the Montgomery GI Bill.

k. Personnel. Documents on matters such as promotion of both officer and enlisted personnel, drugs and alcohol, HIV, Veterans' Reemployment Rights, and Family **Policy**.

l. Medical. Documents governing structure, utilization, training, equipping, and modernization of Reserve Component medical forces.

m. Separation/Transition. Issues, documents, studies, and policies on the separation/transition of **service** members to, from, or between Reserve Components. Included are items on benefits associated with separation/transition actions.

n. Corporate Information Management (**CIM**). Documents and policy on the **CIM** concept. Included are issues which increase the DoD functional management efficiency, and standardization of business processes and data, reduction of duplication in systems, and standardization of functional requirements.

Disposition: Permanent. Cut off and transfer to the **WNRC** when superseded or obsolete.

103-03.3 Reserve Affairs Administrative -- Program and Budget -- **Files**. This file contains documents required to prepare and defend the **Reserve** forces on planning, programming, and budgeting, and includes quantitative and qualitative input to the Five-Year Defense Program defining the requirements to support

the Reserve program, and reviews, analyses, and plans from which the budget figures are generated.

1. Planning Phase. Reviews and analyses documenting participation in Defense Guidance process.

2. Program Phase. Reviews and analyses documenting the overall management of RA's participation in the Program Operation Memorandum and Program Decision Memorandum process.

3. Budget Phase. Reviews and analyses for the overall management of RA's participation in the OSD budget review process.

4. Audits and Inspections. Documents on GAO and OIG audits and reviews.

Disposition: Destroy after 5 years or discontinuance, whichever is first. However, documents in the cutoff file that require additional action or relate to reopened cases should be brought forward into the current file.

103-06.1 Reserve Affairs Committees Files. Documents on establishing, operating, and dissolving committees that consider, advise, take action, and report on specifically assigned functions. They include joint, interdepartment, international committees. Included are proposals, approvals, and disapprovals to establish the committee; charters, terms of reference, and comments on them; directives establishing, changing, continuing, or dissolving the committee; documents nominating, approving, appointing, and relieving committee members; notices, agenda, minutes, and reports of committee meetings and related documents. - These are documents pertaining to those committees for which **OASD(RA)** designates the chairman or secretariat or is the office of record.

Reserve Forces Policy Board (**RFPB**). Charter, correspondence, membership roster, minutes, studies of policy issues of a **multiservice** nature resulting in recommendations for policy.

a. RFPB Annual Report. Annual report to Congress forwarded by the **SECDEF** and all correspondence leading up to and including the final report.

b. RFPB Membership/Alumni/Liaison Officer. Listing of members. Members are on the Board for a three-year term. Term dates are all different, so list is under constant revision. Alumni listing contains names of members who have left the Board; alumni are invited to quarterly meetings. Liaison officers points of contact between the Board and the Military Services.

c. RFPB Quarterly Meeting. Invitation letters, requests for active duty orders, thank-you letters, agendas, handouts used at meetings, executive summaries with recommendations, information regarding setting-up meetings, and meeting books.

d. RFPB Field Studies. Correspondence regarding field studies made by the Board.

e. RFPB Issues Files. Issues the Board has discussed in its meetings and on which it has made recommendations. Also includes documentation on issues which affect the **Reserve** Components.

Disposition: Permanent. Cut off when no longer needed for current operations and retire to the **WNRC** 5 years after cutoff or when **the** committee is abolished. Note: Where committee minutes are transcribed from sound recordings, they may be erased when reduced to print.

103-06.2 Reserve Affairs Committee Files. These files contain documentation pertaining to committees for which **OASD(RA)** does **not** appoint the chairman or secretariat.

1. RFPB General Information File. This file contains items of interest on a one-time basis such as letters from **Reservists** asking questions **not** really issues for the Board and information in general about Reserve Components.

2. NCESGR General Information Files. This file contains correspondence with employees and commitments from employers to participate in the program; correspondence with industry and commitments from individuals concerned referrals and related papers.

3. Advisory Committee Activity. Documentation on general management and decision process concerning Reserve Components within the DoD.

4. Mobilization Steering Group (**MSG**). Documents concerning such mobilization issues as 200K call-up, civilian planning, casualty estimation, recruiting success, IRR screening, and attrition.

5. Medical Capability Evaluation Steering Group. Documentation on medical personnel requirements generation, DoD medical mobilization planning/execution process, and inspections of medical mobilization.

6. OSD Training Subcommittee. Documentation focused on the

design of training strategies and technologies to the unique training needs of the Reserve Components.

'7. National Reserve Forces Committee (**NRFC**) and Confederation of Interallied **Reserve** Officers (**CIOR**) . These meetings are hosted on a rotating basis and do **not** generate reports or advice or other **documents** of a permanent nature. These files consist of letters, memoranda, schedules, budgets, POCs one semiannual meetings, planning and budgeting documents for the U. S. hosting of the **NRFC/CIOR** Congress.

Disposition: Destroy when no longer needed for current operations.

103-07 Staff Visit Files. This file contains letters, rosters, POC **lists on** visits **by** foreign delegations to **OASD(RA)**.

Disposition: Destroy when 5 years old, except files on recurring visits will be destroyed on completion of the next visit.

103-08.3 Reference Paper Files. These files consist of technical and similar reproduced documents.

1. Defense Science Board. Documentation addressing several new r'esearch and development technological programs to keep a technological advantage.

2. Force Closure Files. Documentation on background information on the base realignment and closure commission establishment, DoD facility review process, and report approval and/or implementation steps.

3. Drug Program. Documentation on Guard and Reserve plans to support drug interdiction.

4. Force **Mix**. Documentation concerning potential force mix options and Total Force Policy notes on force mix issues.

5. Crisis Deterrence and Warfighting Capabilities. Contains FEMA Major Emergency Action Guidelist (**MEAG**) on interface with Reserve Affairs in fulfilling mutual national emergency preparedness responsibilities. Also, list of action officers-for these emergency responsibilities.

6. Reserve Unit Priority System (**RUPS**). Briefing information on **a** training and readiness model derived from **existing** data bases and used to track status of resources.

Disposition: Destroy after 1 year. However, documents in the active file that require additional action or relate to reopened cases should be brought forward for **filing in** the

current file. Earlier destruction is authorized.

202-46 Reserve Affairs Personnel Files.

1. Individual Mobilization **Augmentee** Personnel (**IMA**) File. This **file** consists of papers on individual members of Reserve **Affairs**; IMA detachment, or weekend-drilling **Reservists** assigned to support OASD (**RA**) during times of crisis.

2. Reserve Affairs Attrition File. This file contains information on directors of R&T, RA.

Disposition: Review annually and destroy superseded or obsolete documents or destroy 1 year after separation or transfer of the individual concerned.

700 Public Affairs (NC1-330-77-12) The Assistant to the Secretary of Defense for Public Affairs is responsible for public information and community relations. Unless otherwise indicated, permanent files described herein and retired to the WNRC will be transferred to the National Archives when 30 years old.

701-01 - 701-08 **Reserved** (see 103, Common Mission Files) .

701-09 Informational Services Record. This file contains certain records on information services performed by the DoD offices in their day-to-day affairs and in their relations with the public. Except as otherwise specified in individual items, it applies to copies **of** these records wherever located in the DoD. **However**, 2 and 6 are applicable only to files maintained in formally designated- informational offices that have been assigned responsibility for the operation of the informational activities.

1. Complete set of formal informational releases and publications.

a. Press releases, press conference transcripts, graphic progress presentations, and indexes thereto.

Disposition: Permanent. Retire to the **WNRC** when 2 years old .

b. Official speeches with indexes.

Disposition: Permanent. Retire to the WNRC when 2 years old .

2. Request for information and copies of replies thereto, involving no administrative actions, no policy decisions, and no special compilations or research. Requests for and transmittals of publications, photographs and other informational literature.

Disposition: Destroy when 3 months old or when no longer needed, whichever is sooner (GRS 14, Item 1) (reference (p)) .

3. Acknowledgements and transmittals of inquiries and requests that have been referred elsewhere for reply. .

Disposition: Destroy 3 months after acknowledgment and referral (**GRS** 14, Item 2) (reference (p)).

4. Daily press service teletype news.

Disposition: Destroy Defense-related items after 1 year, all other items after 1 month.

5. Informational services project case files maintained in formally designated informational offices.

Disposition: Destroy 1 year after close of file or 1 year after completion of project if method of filing differs from that suggested herein.

6. Anonymous letters, letters of commendation, complaints, **criticisms** and suggestions, and replies thereto, excluding those resulting in investigations, administrative action, or those to be incorporated in individual personnel records.

Disposition: Destroy after-3 months- (GRS 14, Item 5) (reference (p)). .

7 * Biographies.

Disposition: Permanent. Cut off and retire to the **WNRC** when superseded.

8. Records on the initiation, development, and implementation of policies, criteria, and standards regarding the release of information to the press, radio, television, or other media whereby such release will result in information reaching the public.

Disposition: Permanent. Retire record copies to the **WNRC** 2 years, after annual cutoff. Destroy **all** duplicate copies 6 months after annual file cutoff unless part of a case file. Destroy **all** reproduced copies when policy standards or criteria are superseded or rescinded.

9. Records on the planning, preparation, coordination, and issuance of publications issued as an official DoD position.

Disposition: Permanent. Retire record copies to the **WNRC** of material used in and for the development of official public releases, including coordination and distribution records 1 year after file cutoff for permanent preservation.

701-10 Visual Information Records and Files.

1. Audiovisual productions. Audiovisual productions are self-contained complete groups of moving images (either with or without sound) with continuity that are developed according to a plan or script for either directly or interactively conveying information to or communicating with an audience. Thus, audiovisual productions may include scripted motion pictures, television broadcasts, informational/training videos,

entertainment/music videos, interactive videos, spot announcements, and advertisements. The record elements of such productions are the following:

For film: the original negative or color original plus a separate optical sound track, an intermediate master positive or duplicate negative plus sound track, and a projection print.

For video: the camera original or master plus a dub.

For interactive video (whether analog or digital) : the original film or video segments, photographs, graphics, and sound **recordings** from which the video scenes were compiled; the software and related "documentati-on necessary to run the program; the finished disc master.

The following categories of audiovisual productions are covered by the disposition instructions that follow thereafter:

a. OS D-sponsored productions intended for OS D-wide, **DoD-**wide, or public distribution.

b. Productions produced for or by the OSD that are intended for internal staff use.

c. Productions acquired from outside DoD that either:

(1) Provide information concerning the organization, functions, policies, procedures, operations, and essential activities of the Department of Defense or a component thereof.

(2) Depict or convey information about current or historical events involving the Department of Defense.

(3) Communicate information or instructions concerning the operation, maintenance, construction, **design**, repair, use of, capabilities of, or tactical implications of weapons, equipment, or technologies that are unique to, used in a unique manner by, or used primarily by **either the** U.S. Military, foreign armed forces, or anti-U. S. non-governmental armed organizations.

d. Unedited outtakes and trims, the discards of the production process, which have been appropriately arranged, label led, and described.

Disposition: Permanent. Transfer to the DoD Motion Media Records Center when 5 years old or no longer needed for administrative use, whichever is sooner. Transfer to NARA no later than three years after a currency review determines the

production to be " obsolete. "

e. Productions acquired for purposes of entertainment or recreation.

Disposition: Dispose of when no longer needed in accordance with any applicable governing-contractual provisions.

f. Production materials that are not described in Item 1a. through i.e. of this Section.

Disposition: Dispose of when no longer needed.

2. Video and film documentation imagery. Documentation imagery is the live recording of events, activities, people, **places**, things, or **phenomena**. Such imagery portray scenes that are **characteristically** not staged or controlled by the camera operators and depict events as they are actually occurring. The record elements consist of the camera original, edited master, or earliest generation or film copy of a video original, plus a dub.

a. (Pending approval.) Imagery recording any of the **following:**

(1) actions, operations, activities, and transactions of the Department of Defense.

(2) events or ceremonies involving the Department of Defense, or its military or civilian personnel.

(3) DoD weaponry, equipment, vehicles, aircraft, ships, buildings, sites, facilities, or parts thereof.

(4) persons, places, things, or phenomena that are related to past, present, or anticipated future DoD actions or operations.

Disposition: Refer to the Audiovisual Records Decision Logic Table for appropriate disposition instructions.

b. (Pending approval.) Imagery transferred by electronic or visual processes to film for purposes of archival preservation.

Disposition: Dispose of after verifying the adequacy of the film 'copy.

c. (Pending approval.) Off-air or off-satellite 'transmission recordings of video described in Item 2a.

Disposition: Destroy when the camera original video has been accessioned into the DoD Motion Media Records Center or returned

to the originating Service.

d. Imagery included as part of" a project file, case file, report, or similar type of record.

Disposition: Dispose of in accordance with the approved disposition instructions applicable to the records of which they are a part.

e. Imagery not described in Item 2. (a) through 2. (d) .

Disposition: Destroy when no longer needed for administrative use. .

3. Sound Recording Files. Sound recordings on tape or disc that are:

a. Audio productions. Audio productions are **self-** contained sets of sounds with continuity that are developed according to a plan or script for conveying information, 'music, or sounds to or communicating with an audience. Thus, audio productions can include scripted radio broadcasts, recorded music, recorded sound effects designed to induce relaxation or a particular emotional reaction, spot announcements, and audio tapes related to a slide/tape set. The record elements consists of the master tape and either a disc pressing (if a mass-produced disc **recording**) or an audio tape dub. The following categories of Audio productions are covered by the disposition instructions that **follow** thereafter:

(1) Audio productions intended for broadcasting or training that are:

(a) **OSD-sponsored** productions intended for **OSD-** wide, DoD-wide, or public distribution.

(b) Productions produced for or by the OSD that are intended for internal staff use.

(c) Productions acquired from outside DoD that either:

(i) provide information concerning the organization, functions, policies, procedures, **operations**, and essential activities **of the** Department of Defense or a component thereof.

(ii) convey information about current or historical events involving the Department of Defense.

(iii) communicate information or instructions concerning the operation, maintenance, construction, design, repair, use of, capabilities of, or tactical implications of weapons, equipment, or technologies that are **unique** to, used in a unique manner by, or used primarily by either the U.S. Military, foreign armed forces, or anti-U. S. non-governmental armed organizations.

Disposition: Permanent. Transfer to the National Archives when no longer needed for administrative use or when 5 years old, whichever is sooner.

(2) All other audio productions, including recorded music, sound effects, and productions acquired by **AFRTS** and other DoD **Components** for purposes of entertainment or recreation.

Disposition: **Dispose** of when no longer needed in accordance with any applicable governing contractual provisions.

b. Audio documentation. Live audio recordings of events, activities, people, or phenomena. Such recordings contain sounds and words that are characteristically not staged or controlled by those operating the recording devices and depict events as they are actually occurring. The record elements consist of the original recording or earliest generation copy plus a dub.

(1) Audio recordings of an event, speech, conference, ceremony, or activity that is either historically significant, attracts civilian media attention, or involves flag rank officers or high level DoD officials.

Disposition: Permanent. Transfer to the National Archives when no longer needed for administrative use or when 5 years old, whichever is sooner.

(2) Documentation recordings not described above.

Disposition: **Dispose** of when no longer needed.

4. Still Picture Files. Still photographs, slide sets, filmstrips, posters, original artwork, analog **still** video, digital still video, and digital images. The record elements of such still pictures are the following: For black & white photographs: the original negative and a captioned print. For color photographs: the original negative and a captioned print. For **color** transparencies, slides, or filmstrips: the **original** color transparency, an internegative if one exists, and a **dupe** copy. For other **still** pictorial records: the original and a reference copy. The following categories of Still picture files are covered by the disposition instructions that follow thereafter:

a. (Pending approval.) Images depicting any of the following:

(1) Actions, operations, activities, and transactions of the Department of Defense.

(2) Events or ceremonies involving the Department of Defense, or its military or civilian personnel.

(3) DoD weaponry, equipment, vehicles, aircraft, ships, buildings, sites, facilities, or parts thereof.

(4) Persons, places, things, or phenomena that are related **to** past, **present**, or anticipated future DoD actions or operations.

Disposition: Refer to the Audiovisual Records Decision Logic Table for appropriate disposition instructions on individual photographs or images prior to their incorporation into the **Still Picture File**.

b. Images or photographs included as part of a project file, case file, report, or a similar type of record.

Disposition: Dispose of in accordance with the approved disposition instructions applicable to the records of which they are a part.

c. Photographic print, optical disc, or **slide files** (but not including record element materials) containing photographs, images, or slides that are used for internal reference purposes or are approved by senior DoD officials for public or media release.

Disposition: Retain individual photographs, discs, or slides for as long as there is an internal need for or a public or news media interest in the material, then destroy.

d. (Pending approval.) Off-air, off-satellite, or **off-wire** recording of a still image

Disposition: Destroy when the camera original has been incorporated into the DoD Still Media Records Center.

e. (Pending approval.) **Electrochrome** or film copy of an image originally recorded "in still video."

Disposition: Dispose of in accordance with the disposition instructions applicable to the original still video.

f. Images and photographs not described in Items a. through e. of this section.

Disposition: Destroy when no longer needed for administrative use.

5. Audiovisual Documentation Files. Finding aids (including captions) and other files relating to audiovisual and visual information records.

a. Finding aids consisting of any of the following: shelf lists, caption cards, data sheets, indexes, or other documentation in a textual, microform, or machine-readable form that is necessary or helpful in properly identifying, retrieving, or using audiovisual or visual information records. (The record copies of **the finding aids/caption** data for DoD imagery **accessioned** into the DoD Still Media Records Center and the DoD Motion Media Records Centers (the official DoD repositories for such records) are stored in the ImageBank (**SMRC**) and MediaBank (**MMRC**) database systems respectively). For caption information received by or retained at the DoD Joint Combat Camera Center, see Items 706-08 and 706-09).

Disposition: Dispose of in accordance with instructions covering the related audiovisual records.

b. Production files or similar files that include production contracts, scripts, treatments, transcripts, and other documentation bearing on the origin, acquisition, public release, and ownership of the production.

(1) Files maintained by the Production Activity or the DoD Motion Media Records Center.

Disposition: Transfer to the DoD Motion Media Records Center when the related production is sent to that facility. Dispose of in accordance with the NARA instructions covering the related audiovisual records.

(2) (Pending approval.) Files maintained elsewhere

Disposition Destroy when no longer needed.

702 Community Relations

702-01 General

1. Bicentennial Plans. Focal point for documents organizing DoD activities in observance of bicentennial programs. Coordination for all Armed Forces participation.

Disposition: Permanent. Retire to the **WNRC** when 2 years

old.

2. Policies and procedures governing Armed Forces participation in **public** events. These prescribe the **circumstances under** which it is permissible to provide bands, marching units, displays, color guards, ships or aircraft lifts, and similar activities.

Disposition: Permanent. Cut off and retire to the **WNRC** when superseded or obsolete as appropriate for policy documents maintained in accordance with files **series** 103-01.

7.02-02 Programs **Division** - .

1. Documents on planning and carrying out Joint Civilian Orientation Conferences and other **OSD-sponsored** conferences.

Disposition: Permanent. Retire to the **WNRC** when 5 years old .

2. Correspondence on arrangements for briefings, conferences, tours, etc; for civilian groups.

Disposition: Destroy after 3 years. (Formerly 702-02.4)

3. Correspondence on arrangement for displays, color guards, bands, and troop support for public events.

Disposition: Destroy 1 year after cutoff. However, documents in the cutoff file that require additional action or relate to reopened cases should be brought forward for filing in the current file.

702-03 Public **Activities** Division (**NC1-330-81-1**)

1. Documents on arrangements for speakers to participate in public events and on arrangements for presentation.

Disposition: Destroy on cutoff.

2. Documents on arrangements for aerial demonstration team performances, flyovers, and static aircraft displays at airshows and other public events.

Disposition: Destroy 1 year after cutoff. However, documents in the cutoff file that require additional action or relate to reopened cases should be brought forward for filing in the current file.

3. Correspondence and documents on military participation in Armed Forces Day observances.

Disposition: Destroy after 3 years.

702-04 National Organization Division **(NC1-330-81-1)**

1. Correspondence with national organization (business, labor, quasi-military, veterans, etc.)

2. Correspondence and documents on military participation in Veterans Day observances.

3. Correspondence on Standards of Conduct compliance by associations that include Defense actors. Compliance on procedures for **issuing** invitations and for seating arrangements at banquets and similar events.

Disposition: Destroy after 3 years.

703 Defense Information

703-01 Media Travel

1. Policy on authority for members of the press to travel on DoD-furnished transportation to military establishments worldwide.

Disposition: Permanent. Retire to the **WNRC** when obsolete or superseded. Transfer to the National Archives after 5 years.

2. Individual accreditation and clearances for media.

Disposition: Destroy individual accreditation and clearances 10 years after death of individual press member.

703-02 Research and Distribution. Research support to provide background and current data on issues of interest.

Disposition: Destroy when 3 years old.

703-03 News Division

1. Coordination, implementation and reviews of news media aspects of the Public Information program to ensure maximum public understanding of policies, objectives, and functions.

Disposition: Permanent. Retire to the WNRC when superseded.

2. Development and implementation of news service policy.

Disposition: Permanent. Retire to the **WNRC** when superseded. .

3. Release of official unclassified news relative to DoD activities.

Disposition: News releases are permanent. Retire to the **WNRC** when 5 years old.

4. Management procedures of Armed Forces News, Defense Women's News, and Defense News.

Disposition: Record copy of each periodical is permanent. Retire to the **WNRC** when 5 years old.

703-04 Audiovisual Division (**NC1-330-81-1**)

1. Public affairs audiovisual policy.

Disposition: Permanent. Retire to the **WNRC** when obsolete or superseded. Transfer to the National Archives 20 years later.

2. Documentation on the DoD participation in National Press Photographers Association education and training events and competition.

Disposition: Permanent. Retire to the **WNRC** when 5 years old. Transfer to the National Archives when 10 years old.

3. Indexes of still and motion pictures cleared for public release.

Disposition: Permanent. Retire to the **WNRC** when 5 years old. Transfer to the National Archives when 10 years old.

4. Documentation on OASD(PA)-initiated in-service film production.

Disposition: Permanent. Retire to the **WNRC** and transfer to the National Archives when 20 years old.

5. Documentation on DoD cooperation with civilian producers in the production of TV, theatrical, and industrial motion picture films.

Disposition: Permanent. Retire to the **WNRC** when 5 years old. , Transfer to the National Archives when 20 years old.

6. Ready-access still and motion picture duplicate

photography for media handout.

Disposition: Destroy when obsolete or no longer needed.

7. Files on DoD's participation in film festivals.

Disposition: Destroy when obsolete or no longer needed.

704 Freedom of Information and Security Review. (NC1-330-79-8)

704-01 Reviews of information from the Department of Defense or outside sources intended for dissemination through any media of public information to ensure that it is not inimical to national defense or in conflict with established policies or programs. Records relate to approval and/or disapproval of **material prepared for** public release by individuals other than those authorized to make public releases; includes material establishing policies, standards, and criteria for clearance of material.

Disposition: Retire records copies to the **WNRC** 2 years after annual cutoff. Destroy when 15 years old. Destroy duplicate copies when file is cut off unless part of a case file.

704-02 Freedom of Information Act

1. Freedom of Information Act (**FOIA**) Initial Requests Files. Files consisting of the original request, a copy of the reply letter sent **to** the requester, and documents that support the determination, excluding the records subject to the request.

Disposition: Destroy 2 years after date of reply, **"if** all - records subject to the request were released; destroy 6 years after date of reply if records subject to the request were denied in **full**, or in part, and if no records subject to the request were **located"** (**GRS** 14, Item 11) (reference (p)).

2. FOIA Appeals Files. **Files** consisting of the appellant's letter of appeal, a copy of the reply letter sent to the requester, and documents that support the determination, excluding the records subject to the request.

Disposition: Destroy 6 years after date of DoD final reply (**GRS** 14, Item 12) (reference (p)).

3. Copies of Requested Records.

Disposition: Destroy released and/or denied records with case file.

4. FOIA Control Records. Reports such as registers maintained by the Directorate of Freedom of Information and

Security Review to track **FOIA** requests.

Disposition: Destroy 6 years after date of last entry (GRS 14, Item 13) (reference (p)).-

5. FOIA Reports. Recurring reports and one-time information requirements on agency implementation of the FOIA. EXCLUDING annual reports to the Congress at the departmental level. The annual reports to the Congress should be scheduled for transfer to NARA by submitting SF 115 to **NARA**.

Disposition: Destroy when 2 years old or sooner if no longer needed for administrative use (GRS 14, Item 14) (reference (P)) * "

6. FOIA Litigation. Records, including correspondence and copies of records responsive to a FOIA request, that pertain to a lawsuit filed by the FOIA requester.

Disposition: Notwithstanding any other provision in this Instruction, records must be retained pending a final decision by the courts, that includes all appeals. Destroy when no longer needed.

7. FOIA Administrative Files. Records relating to the general agency implementation of the **FOIA**, including notices, memoranda, routine correspondence, and related records.

Disposition: Destroy when 2 years old or sooner, if no longer needed for administrative use (GRS 14, Item 15) (reference (P)) .

704-03 The Privacy Act. These are files created in response to requests from individuals to gain access to their records or to any information in the records pertaining to them, as provided for under 5 **U.S.C.** 552a(d)(1) (reference (x)). Files contain the original request, copy of reply thereto, and all related supporting documents, which may include the official file copy of records requested or copy thereof.

1. Correspondence and supporting documents (EXCLUDING the official file copy of the records requested if filed here).

Disposition: a. Granting access to all the requested records, destroy 2 years after the date of reply. b. Responding to requests for nonexistent records; to requesters who provide inadequate descriptions; and to those who fail to pay agency reproduction fees; destroy requests not appealed 2 years after date of reply; destroy appealed requests in accordance with the

approved disposition instructions for related subject individual's record or 3 years after final adjudication by the courts, whichever is later. c. Denying access to all or part of the records requested, destroy requests not appealed 5 years after date of reply; destroy appealed requests in accordance with the approved disposition instructions for related subject individual's record or 3 years after final adjudication by the courts, whichever is later (GRS 14, Item 21) (reference (p))).

2. Official file copy of requested records.

Disposition: Dispose of IAW approved agency disposition instructions for the related records, or with the related Privacy Act request, whichever is later (**GRS** 14, Item 21) (reference (P))).

3. Privacy Act **Amendment** Case Files.

Disposition: a. Requests to amend agreed to by agency, destroy IAW the approved disposition instructions for the related individual's record or 4 years after agency's agreement to amend, whichever is later. b. Requests to amend refused by agency, dispose of IAW the approved disposition instructions for the related individual's record, 4 years after final determination by agency, or 3 years after final adjudication by courts, whichever is later. c. Appealed requests to amend, dispose of IAW the approved disposition instructions for subject individual's record or 3 years after final adjudication by courts, whichever is later (**GRS** 14, Item 22) (reference (p))).

4. Privacy Act Accounting of Disclosure Files. Files that provide an accurate accounting of the date, nature, and purpose of each disclosure, including forms for showing the subject individual's name, requester's name and address, purpose and date of disclosure, and proof of subject individual's consent when applicable.

Disposition: Dispose of IAW the approved disposition instructions for the related **individual's** records, or 5 years after the disclosure for which the accountability was made, whichever is later (**GRS** 14, Item 23) (reference (p))).

5. Privacy Act Control Files. Files maintained for control purposes in responding to requests, including registers and similar records listing date, nature of request, and name and address of requester.

Disposition: a. Destroy registers or listings 5 years after date of last entry. b. Destroy other files 5 years after final action by the agency or final adjudication by courts, whichever is later (**GRS** 14, Item 24) (reference (p))).

6. Privacy Act Reports Files. Recurring reports and one-time information requirements relating to agency implementation, including **biennial** reports to OMB, and the Report on New Systems at all levels.

Disposition: Destroy when 2 years old (GRS 14, Item 25) (reference (p)) .

7. Privacy Act General Administrative Files. Records relating to the general agency implementation of the Privacy Act, including notices, memoranda, routine correspondence, and related records.

Disposition: **Destroy** when 2 years old or sooner, if no longer needed for administrative use (GRS **14**, Item 26) (reference (P)) .

704-04 Mandatory Declassification Review

1. Mandatory Declassification Review Files. Files created in response to requests from individuals and/or records depositories for the mandatory review of classified documents for the purposes of releasing declassified material to the public, as provided for under Executive Order. Files contain original requests, copy of reply thereto, and all related supporting documents, which may include the off **icial** file copy of records requested or copy thereof.

a. Correspondence and supporting documents
(**EXCLUDING** the official file copy of the records requested if filed herein) .

(1) Granting access to all the requested records.

Disposition: Destroy 2 years after date of reply (GRS 14, Item 31) (reference (p)) .

(2) Responding to requests for nonexistent records; to requester who provides inadequate descriptions; and to those who fail to pay agency reproduction fees.

(a) Request not appealed.

Disposition: Destroy 2 years after date of reply (GRS 14, Item 31) (reference (p)) .

(b) Request appealed.

Disposition: Dispose of IAW approved agency disposition

instructions for the related records, or with the related mandatory review request, whichever is later (GRS 14, Item 32) (reference (p)) .

(3) Denying access to **all** or part of the records requested.

(a) Request **not** appealed.

Disposition: Destroy 5 years after date of reply.

(b) Request appealed.

Disposition: Dispose of IAW approved agency disposition instructions for the related records, or with the related mandatory review request, whichever is later (GRS 14, Item 32) (reference (p)).

b. Off **icial** file copy of requested records.

Disposition: Dispose of in accordance with approved disposition instruction covering the records following or with the related mandatory review request, whichever is later (GRS 14, Item 31) (reference (p)) .

c. Copy of declassified and other documents released to the **public**.

Disposition: Destroy when no longer of public interest.

2. Mandatory Declassification Appeal File. Files created in responding to administrative appeals under the Executive Order - for release of information denied by the OSD consisting of **the** appellant's letter, a copy of the reply thereto, and related supporting documents, which may include the official file copy of records under appeal or copy thereof.

a. Correspondence and supporting documents (**EXCLUDING** the official file copy of the records under appeal if filed herein) .

Disposition: Destroy 4 years after final determination on appeal (GRS 14, Item 32) (reference (p)) .

b. Off **icial** file copy of records under appeal.

DisDositio.n: Dispose of in accordance with approved disposition instructions covering the records or with the related mandatory review request, whichever is later (GRS 14, Item 32) (reference (p)) .

c. Copy of declassified and other documents released to

the public under appeal.

3. Mandatory Declassification Review Control Files. Files maintained for **control** purposes in responding to requests, including registers and similar records listing date, nature and purpose of request, and name and address of requester.

a. Registers or listing.

Disposition: Destroy 5 years after date of last entry (GRS 14, Item 33) (reference (p)).

, b. Other **files**. -.

Disposition: Destroy 5 years after final action by the agency (**GRS** 14, Item 33) (reference (p)).

4. Mandatory Declassification Review Reports Files. Recurring reports and one-time information requirements on agency implementation, including annual reports to the Congress or the United States, the National Security Council, the Office of Management and Budget, and the Information Security Oversight Office.

Disposition: Destroy when 2 years old or sooner if no longer needed for administrative use (GRS 14, Item 34) (reference (P)).

5. Mandatory Declassification Review Administrative Files - **Records** on the general agency implementation of Executive Order 12356 (reference (q)) , including notices, memoranda, routine correspondence, and related records, excluding policy files which are filed in 701-01.

Disposition: Destroy when 2 years old or **sooner** if no longer needed for administrative use (GRS 14, Item 35) (reference (P)).

6. Erroneous Release Files. Files relating to the inadvertent release of privileged information to unauthorized parties, containing information the disclosure of which would constitute an unwarranted invasion of personal privacy. Files contain requests for information, copies of replies thereto, and all related supporting documents, and may include the official copy of records requested or copies thereof.

Disposition: a. Files that include the official file copy of the released records, dispose of IAW the approved disposition schedule for the records concerned or destroy 6 years after the

erroneous release, whichever is later. b. Files that do not include the official file copy, destroy 6 years after erroneous release (GRS 14, Item 36) (reference (p)).

704-05 Automated Files

1. **An** automated data bank of retrievable information on cases that includes **client** and/or requester's name, data requested or proposed for public release, costs, if any, action component and/or action officer, abstracts, release determinations, etc., recorded in machine-readable magnetic form and retrieved by remote terminal.

Disposition: Destroy when no longer required for reference purposes.

2. DoD Text **Review.** Public utterances of the Secretaries of the Military Departments recorded on **machine-**readable magnetic tape and retrievable by remote terminal.

Disposition: Destroy when no longer needed for reference purposes. Note: The hard copies of public utterances are retired as permanent. See 701-09.1.

705 American Forces Information Service (AFIS)

705-01 AFIS Administration

1. Hard copy output from data banks storing information on the AFIS budget, DoD periodicals inventory, and inventory of audiovisual inventions. The data banks are not used for regular reporting cycles. Hardcopy output is generated to respond to specific inquiries.

Disposition: Destroy when purpose has been completed.

2. Temporary nonrecord material on assigned personnel, office procedures, and other administrative matters.

Disposition: Destroy material on personnel when individuals are reassigned. Destroy other material 1 year after cutoff.

3. Joint Service Motion Picture Files. Contain policy on acquisition, distribution, and care of the films.

Disposition: Permanent. Retire to the **WNRC** when obsolete or superseded.

705-02 Armed Forces Radio and Television Services (AFRTS) (NC1-330-81-1)

1. Policies and procedures, describing program,

authorizing frequency, signal strength, manning, location, etc.

Disposition: Permanent. Retire to the **WNRC** when superseded.

2. Liaison with unions and industry on the use of music agreements, etc.

Disposition: See Section 701-04.

3. Coordination with State Department and United States Information Agency on arrangements in foreign countries.

Disposition: See Section 701-04.

4. Documents arranging for lease or purchase of film from ., industry and the creation of film for this purpose.

Disposition: Record copy is with procurement office. Destroy **nonrecord** copy when lease or purchase is completed.

5. Program materials for use by AFRTS outlets.

Disposition: Not later than July 1st of each year, AFRTS Broadcast Center will deliver to the NARA one 3/4-inch video cassette containing approximately fifteen television announcements and one 1/4-inch audio tape, reel-to-reel, containing about fifteen radio announcements, each typical of those added to the inventory during the previous calendar year. - Remaining program materials will be destroyed when obsolete or no longer needed.

705-03 American Forces Print and Publications Service
(AFPPS) (NC1-330-81-1)

1. Information guidance. Documents describing policy and providing guidance on use of internal information materials.

Disposition: Permanent. Retire to the **WNRC** when superseded or obsolete, as prescribed for policy-type documents maintained in accordance with series 103-01.

2. Information releases to internal media.

Disposition: Permanent. Retire to the **WNRC** when superseded or obsolete.

3. Daily press service teletype News.

Disposition: Destroy after 3 months (GRS 14, Item 3)
(reference (p)) .

4. Planning, preparation, coordination and issuance of publications as an official DoD position.

Disposition: Permanent. - Retire to the WNRC when 5 years old .

7 05-04 Current News Analysis and Research Service (**CNARS**) Publications Files (**N1-330-92-3**) . These files consist of copies of the Current News, Supplemental Clips, Special Editions, **Radio-TV** Defense Dialog, and Friday Review of Defense Literature.

Disposition: Permanent. Cut off when 1 year old. Ret ire to **the WNRC** after 5 **years**; transfer to National Archives when 25 years old.

705-05 **CNARS** Special Studies (241-330-92-3) . Special studies prepared at the request of the Secretary of Defense, Service secretaries, **Service** chiefs and other officials, embracing such topics as country studies for overseas trips analyses of editorials from selected newspapers, articles by selected columnists; statements by Defense officials; articles on Defense-related matters, and so on.

Disposition: Permanent. Transfer to the National Archives when no longer needed for reference or research purposes.

706 Audiovisual and Visual Information Management **Policy** (NCl-330-79-6)

706-01 Implementation Files. Records relating to the initiation, development, and implementation of policies, guidelines, and standards for audiovisual and visual information management

Disposition: Permanent. Transfer to the **WNRC** when 5 years old . Transfer to the National Archives when 15 years old.

706-02 Products and Procedures Acquisition Files. Documents relating to requirements, approval, acquisition, utilization, and disposition of audiovisual and visual information products and productions

Disposition: Retire to the **WNRC** when 5 years old. Destroy when 10 years old. For documents relating to products and productions that are significant to the history of either this office or DoD, offer to the National Archives when 15 years old.

706-03 **AV** Management Oversight Files. Records relating to management oversight of DoD audiovisual and visual information

activities

Disposition: Retire to the WNRC when 5 years old. Destroy when 10 years old.

706-04 AV Resources Files. Records relating to audiovisual and visual information resources: equipment and facility reports; standards; authorization, consolidation, and elimination documents

Disposition: Retire to the WNRC when 5 years old. Destroy when 10 years old.

706-05 Federal **Audiovisual Management Contracting** Office (**FACMO**) Database. (Pending approval.) Database file containing name, address, and descriptive information about producers on or applying for listing on the Qualified Film Producers List (**QFPL**) or Qualified Video Producers List (**QVPL**).

a. Machine-readable Database Records.

Disposition: Maintain until this office no longer has the mandated requirement to maintain the QFPL and QVPL lists.

b. Paper input documents.

Disposition: Destroy upon completion of input.

706-06 Defense Automated Visual Information System (DAVIS) Databases. (Pending approval.) The D201 database contains descriptive information about individual productions that are produced, acquired, or proposed by the Department of Defense or its Component Services and Agencies. The **D202/D203** databases contain descriptive data about audiovisual production and other facilities. The D207 database contains a thesaurus that is used in **data** input into **D201**.

a. Machine-readable Database Records

Disposition: Maintain until this office no longer has the mandated requirement to maintain the DAVIS. At that time, offer the **R81** (Records Transferred to **NARA**) and **R91** (Records Destroyed or Otherwise Disposed of) files to **NARA**. Data in other files may be destroyed when no longer needed since any data of value will have been incorporated by NARA into their **D260** or a successor file.

b. Paper input documents (such as the completed **DD** Form 2054s and **DD** Form 1995s) not incorporated into other files.

Disposition: Destroy upon input or when no longer needed.

706-07 Caption Data Records. **DD** Form 2537 "**Visual** Information Caption Sheet" and other caption data records received from the field (in either paper or electronic form), or created by the DoD Joint Combat Camera Center (**JCCC**) to describe edited **COMCAM** extracts or compilation videos created within the DoD JCCC (See Section 701-10, Item 5a).

Disposition: Follow the disposition instructions applicable to the imagery to which the caption data relates. For imagery **accessioned** into the DoD Still Media Records Center or DoD Motion Media Records Center, dispose of caption sheets after input of caption data into the ImageBank or MediaBank is validated. For imagery returned to the **Services** or originators, return the **caption** data along **with** the related imagery.

706-08 DoD Joint Combat Camera Center (**JCCC**) Database. (Pending approval.) Database file containing descriptive material and caption data about Combat Camera imagery received or recorded by **the** DoD JCCC. Essentially, this database is a machine-readable extract of the inf **ormat** ion described in Item 706-08.

a. Machine-readable database records.

Disposition: Maintain individual records about specific imagery for as long as the DoD **JCCC** retains copies or edited extracts of the imagery, then delete.

b. Printed reports and other output.

Disposition: Destroy when no longer needed.

706-09 Joint **Combat** Camera Conferences. (Pending approval.) Records pertaining to the **JCCCs** such as briefing binders, minutes, individual session reports, list of attendees, and related documentation.

a. One copy of the briefing binder, official minutes of the Conference (with attachments) , and official list of attendees.

Disposition: Permanent. Transfer to the **WNRC** when 5 years old. Transfer to the National Archives when 15 years old.

b. **All** other material.

Disposition: Destroy when 5 years old or sooner if no longer needed.

706-10 Military Pictures of the Year Competition Files. Correspondence and documents relating to location, award categories, **judges**, and notification of winners.

Disposition: Destroy when 5 years old or sooner if no longer needed.

707 Public Affairs Planning and Guidance Files (N1-330-90-1) .

707-01 Military **Exercise Public Affairs Plans and Files**. Documents on the coordination and approval of proposed **public** af f **airs** guidance and **plans** concerning military exercises hosted by Unified/Specified Commands. Documents include the proposed plan and or guidance, correspondence, and notes created during the coordination process, and the **final** approved plan or guidance.

Disposition: a. Annual Exercises - Public affairs plans and guidance for exercises held annually: Cut off annually; destroy after 1 year. b. **Bi-annual** Exercises - Public affairs plans and guidance for exercises held hi-annually: Cut off at the end of the year in-which exercise is held; destroy after two years. c. Irregularly Scheduled Exercises - plans and guidance for exercises that are held on a one-time basis or at irregular internals: Cut off annually; destroy after 5 years.

707-02 Military Contingency Operations Public Affairs Plans and Guidance Files. Documents on the coordination and approval - of public affairs plans and guidance concerning US military contingency actions and operations. Included would be documents relating to counter-terrorism, the military role in drug interdiction operations, and deployments of US military forces to a foreign theater in response to a pronounced threat to US personnel, property, or interests, and US military participation **in** international disaster relief operations.

Disposition: Permanent. Cut off upon completion or cancellation of the operation; retire to the **WNRC** after 5 years; transfer to the National Archives after 25 years.

707-03 OSD Publication Public Affairs Plans Files. Public affairs plans developed by the Plans Directorate for release of OSD publications. Included in this category are the public release of Soviet Military Power, and other recurring or one-time publications.

Disposition: Permanent. Cut off annually; retire to the **WNRC** after 5 years; transfer to the National Archives after 25

years.

707-04 DoD National Media Pool Files. Contains documents on the operation **of** the DoD National Media Pool.

1. Policy Files. Files that establish policy for operation of the media pool. Included are policies governing composition of the pool, quarterly rotation policies, media ground rules, and associated policies.

2. Studies. Copies of academic or management studies performed by or on behalf of the DoD by individuals or organizations concerning the application of the media pool concept, military/media relations, and other aspects of the DoD **media** pool that are singled out for in-depth study.

Disposition: Permanent. Cut off upon supersession, obsolescence, or when no longer needed for reference; retire to the **WNRC** after two years; transfer to the National Archives after 25 years.

3. Quarterly Rotation Files. Documents indicating the agencies/organizations to be represented on quarterly media pools .

4. Bureau Chiefs-Meeting Files. Files created in **support** or as a result of quarterly meetings of the bureau chiefs. Included are requests for administrative and logistical support, a copy of the **principal's** meeting book, and related documents.

5. Deployment Files. Documents created during a deployment of the media pool. Included are documents completed by members of the media who deploy as part of the pool, travel orders, passenger manifests, documents created during the **pre-deployment** alert notification and coordination of the pool deployment, and other related documents.

Disposition: Permanent. Cut off annually; retire to the WNRC after 5 years; transfer to the National **Archives** after 25 years.

707-05 Exercise Participation Public Affairs Files. Documents **created as a result of the public affairs portion of exercises in which** OASD (PA) participates in a **"player"** role. Included are exercise scenarios, exercise public affairs plans and guidance, and after action reports.

Disposition: Permanent. Cut off annually; retire to the **WNRC** after 5 years; transfer to the National Archives after **25** years.

707-06 Long-Range Public Affairs Planning Files. Copies of

long-range public affairs plans and objectives, coordinating documents, and periodic review of the plans: other documents which develop **plans**, programs, and themes of the DoD public affairs activities.

Disposition: Permanent. Cut off on supersession, obsolescence, or completion of the plan or program; retire to the WNRC after 5 years; transfer to the National Archives after 25 years.

707-07 Wartime Public Affairs Planning Files. Documents on, development of plans for providing public affairs support during wartime. Included are studies and other documents concerning electronic information gathering and transmission, wartime information security program, correspondent accreditation., and other documents on public affairs programs in a combat environment.

Disposition: Permanent. Cut off annually, or upon supersession or obsolescence; retire to the **WNRC** after 5 years; transfer to the National Archives after 25 years.

707-08 Public Affairs Special Project Files. Documents on special, one-time projects assigned to the Plans Directorate.

Disposition: Cut off on obsolescence, supersession, or completion of project. Destroy after 5 years.

708-01 SECDEF's & DEPSECDEF's Media and Trip Files. Documents including invitations and correspondence to and from the Secretary and Deputy Secretary of Defense concerning US and foreign media interviews, public speeches, installation visits, and other events related to **SecDef/DepSecDef** travel. Individual files for each media, speech, or trip event include **SecDef/DepSecDef**, ASD (PA) guidance, geographic, legislative and military program issue papers, coordination memoranda, **after-** action reports, and various working documents supporting an overall approved event card or trip itinerary.

Disposition: Cut off upon change of SecDef. Retire to the WNRC when no longer needed for reference or ten years after cut off, **whichever** is sooner. Transfer to National Archives when 25 years old.